



## RENTAL APPLICATION

Name of Applicant \_\_\_\_\_ Home Phone \_\_\_\_\_

Association/Group \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Needed \_\_\_\_\_ Time Beg \_\_\_\_\_ am/pm End \_\_\_\_\_ am/pm # of people \_\_\_\_\_

Type of Activity \_\_\_\_\_

Room Requested \_\_\_\_\_ Set up Instructions \_\_\_\_\_

Audio Visual Equipment Rental

- ☐ TV/VCR/DVD
- ☐ LCD Projector
- ☐ Lap Top
- ☐ Screen
- ☐ Podium/Microphone

Building Hours: Monday - Friday 5:30am – 9:30pm; Saturday – 7:00am – 7:00pm; Sunday – 09:00am – 6:00pm  
Rentals after normal business hours are subject to a \$20 fee per hour in addition to rental fee.

### ***Room Rental Rates (Per hour – 2 hour minimum)***

Room	Rate	Hours	Total Fee
Aerobics Room	\$32.00		
Meeting Room 1/3	\$25.00		
Meeting Room 2/3	\$50.00		
Meeting Room (Full)	\$75.00		
Gymnasium ½ Court*	\$33.00		
Gymnasium Full Court*	\$66.00		
Gymnasium (2 Courts)*	\$121.00		
Audio/Visual Equipment	\$20.00		\$20.00
After Hours Fee	\$20.00		

\*Gymnasium Rentals available during off-peak or after hours only

**TOTAL FEE DUE** \$ \_\_\_\_\_

Contract completed by: \_\_\_\_\_ Date \_\_\_\_\_

***Refund and rental policies are on the reverse side of this form.***

## REFUND POLICY

Rental fees are non-refundable. A reservation can be transferred to another date up to 14 days prior to the scheduled reservation. Send a written request to the ARC, P O Box 6015, Columbia, MO 65205 or call (573) 874-7700.

## RENTAL POLICY

1. Children ten years old and younger must be supervised by a person 16 years or older.
2. Rental of rooms does not give the renter or guest privileges in any other part of the building.
3. No person shall mark or deface the property. Table decorations only will be allowed in the rooms. This means no tape, glue, tacks, pins or nails on the walls, floors, ceilings or any other surface.
4. The ARC is not rentable for events open to the public that involve an admission charge.
5. There will be no alcohol served at the facility unless it is done by an approved caterer with a liquor license and approved prior to the event by an ARC supervisor.
6. Ending time of rental means that the renter is completely out of the rented area of the building. This includes cleanup of the area.
7. The ARC is a smoke-free facility.
8. Room rentals must be made for a minimum of two hours.
9. Rooms may be rented one year in advance of rental date.
10. Renters must be 21 years of age or older.
11. Renter agrees to indemnify and hold harmless the City of Columbia, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from usage of the facility.
12. ARC Facilities are available to people of all abilities. The City of Columbia works diligently to comply with all ADA standards. Renters must agree that they will not discriminate on the basis of disability.

City of Columbia, Parks & Recreation Department  
Activity & Recreation Center  
1701 W Ash St, Columbia, MO 65203  
(573) 874-7700 Fax (573) 874-7703

